

Addendum

Under Section 1, General Instructions.

Proposals can be sent by email.

Under Section 6. Cost proposal

Detailed cost estimate for the proposed work, including all fees for outside development, including design, printing, marker and message production, writing, translation, training, meetings, web site and all costs associated with the completion of the project should be outlined and should be no more than in the range of \$95,000 to \$100,00.

Questions from Proponents

'Determine the best forms of technology to guide and inform visitors but create a web site as a minimum' - The RFP seems to read that the bidder actually creates this website - of course there are numerous implications if the answer is yes...URL ownership, continuous web hosting, etc. Is the successful bidder responsible for designing and creating the website?

Yes, the Proponent or a member of the Proponent's team will be expected to build the web site. URL ownership and future maintenance will belong to Tourism Cavendish Beach.

'Preliminary branding will be provided' - The RFP seems to infer that the branding will not be complete - is the successful bidder responsible for completing the brand?

The logo for the Literary Tour will be provided but how that logo is used in printed and digital materials for branding purposes is to be completed by the Proponent.

'All materials should be developed in English first to obtain approval from the Committee then followed by French, Japanese, and Mandarin' - To clarify, the successful is responsible for providing full translations of the approved English text in the three indicated languages for all applications (e.g. signage, interpretation panels, print collateral, audio scripting)?

Correct unless the Proponent would like to provide advice otherwise.

'Prepare a budget for tour participants to ensure sustainability, maintenance, reprints and so on' - To clarify, for what duration (over how many years/how many repeats for example) is the successful bidder to provide budget information for (e.g. initial, one additional year, two additional years, etc.)?

An estimated draft budget for a three-year period including the initial year would be sufficient.

'Prepare exit strategies and mitigation plans for participants wanting to exit the tour' - This seems to infer that the tour is of a rigid schedule or time frame or that it is fixed under the control of a tour guide or operation - is it possible to obtain an elaboration of what is intended here?

No, it is not under the control of a tour guide. This means that should a participating site decide to abandon the tour in the second year, the Proponent should look at what are the consequences regarding updating printed and digital materials.

'The Municipality has scheduled all work to be completed by June of 2019' - Does this mean by June 30 or some other date in June?

The date is flexible but no later than June 30th. It is preferable to have as much ready as soon as possible for the Tourism season. Certain components may be ready sooner than others.

Is the successful bidder responsible for actual pre-production costs in terms of the design for print collateral, website, interpretive panels, etc.?

Yes, and will require input from the Committee.

Is the successful bidder responsible for any actual production costs for print collateral, website development, interpretive panels, etc.?

Yes, and will require input from the Committee.